

FILING AN OGE 450 REPORT



This guide covers the basic steps for filing, viewing and amending a OGE 450 report in FDM.

Creating a OGE 450 Report

To create a new OGE 450 report:

1. On the **My Reports** tab, click **Add New Report**.

Getting Started

2. Review the information on the page and then click **Continue**.

Special Government Employee

3. Select if you are or are not a Special Government Employee and click **Continue**.

Report Status

4. Select the appropriate Report Status and click **Continue**.

The following screens vary depending upon the Reporting Status you selected.

- Annual filers select the year covered by this report.
- New Entrant filers enter your appointment date.

The OGE 450 has two different report statuses:

Annual Select **Annual** if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Annual Report is due annually, no later than the February 15th following the covered reporting calendar year.

New Entrant Select **New Entrant** if this is the first time you are filing a disclosure report. The new Entrant report must be filed within 30 days of assuming a new position.

Checkpoint

5. If you do not have any existing reports in FDM, the Checkpoint page displays a reminder message regarding the date this report is due. Review the information on the screen and then click **Continue**.

FDM Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - Training X. 450_30, 2006 Annual OGE 450 Report

Getting Started | **Non-Investment Income** | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Non-Investment Income

Instructions: Report for yourself and your spouse. For yourself, report all sources of salary and earned income such as salaries, fees, and honoraria (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) which generated more than \$200 in income during the reporting period. For your spouse, report all sources of salary and earned income (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) greater than \$1,000 (for honoraria if greater than \$200) during the reporting period. Exclude your dependent child's earned income.

Reporting Period: 10/01/2005 through 12/31/2006

Source of Income	Type of Income	Owner	No Longer Receiving	
Kroll Inc., New York, NY, USA	Retirement Plan or Account (other than Federal Government)	Self		Edit Income Delete Income Add Comment

[Back](#) [Add Income](#) [Continue](#)

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

Common Questions

- What non-investment income can I exclude?
- What are some examples of reportable non-investment income?
- Glossary

Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

- Select an existing report to pre-populate this report or select Don't Pre-populate and click **Continue**.
- Review the Due Date, Contact Information pages and Click **Continue**. The Report has a draft Review Status.

Report Data

Information in the Report Data sections relates to the filer, spouse and dependent children. You must click through all sections of the OGE 450 being sure to select **No** even if you do not have any information to disclose for that section.

The process for entering report data is the same no matter what type of information you need to report. For example, on the Non Investment Income page, if you have reportable non-investment income,

Non-Investment Income

- Select **Yes** and then click **Continue**.
- Type the appropriate non-investment income information and click **Save**.
- Click **Continue** to move to the next Report Data section.

The following Report Data sections are included in an OGE 450 financial disclosure report.

- Non-Investment Income
- Assets
- Liabilities
- Outside Positions
- Agreements
- Gifts

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - Training X. 450_30, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | **Wrap Up**

Report Ready for Submission

- ◆ Congratulations, you have completed entry of your **2006 Annual** report.
- ◆ The next step is to submit the report to your Supervisor for their review.

☒ **Submit Now**
☐ **Submit Later**

[Back](#) [Continue](#)

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

Common Questions

- If I decide to review my report one last time, how do I get back here to submit it?
- What happens if I do not submit my report by the required due date?
- What happens if I file an incomplete or false report?
- How do I request an extension?
- Glossary

Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information.

Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it must be provided before the report can be submitted. OGE 450 filers cannot submit a report that has red flags. A yellow flag indicates that information is missing but is not required in order to submit your report.

Reviewing Flags

11. Click **Flags** at any time to review a listing of your Red and Yellow flags.
12. Click **Edit** beside any flagged area to adjust that entry.
13. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

Report Ready for Submission

14. On the Report Ready for Submission page, select **Submit Now** to submit your report for review by your Senior Legal Counsel and Supervisor. Click **Continue**.

Note: You can also opt to select **Submit Later** if you cannot complete your report at this time.

eSigning an OGE 450

15. Click **eSign**. Your report has been submitted.

Note: Click **View this Report** to view and print your report prior to submission.

An e-mail message is sent to your selected reviewers indicating that your report is awaiting their review.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - Training X. 450_1, 2005 New Entrant OGE 450 Report

Red Flags

Creditor	Type of Liability	Debtor	
Bank of NC, NC, USA	Mortgage on rental property	None	Edit Delete

◆ The city of the creditor is required.

Yellow Flags

Contact Information	
◆ The address line 1 of the home address was not provided.	Go to Contact Information
◆ The city of the home address was not provided.	Go to Contact Information
◆ The country of home address was not provided.	Go to Contact Information

Common Questions

- What are flags?
- Glossary

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - Training X. 450_30, 2007 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | **Wrap Up**

eSign Report

[View this report](#)

Step 1: By eSigning...

I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Step 2: eSign your report

[View this report](#)

Common Questions

- Glossary

OGE Form 450, 5 CFR Part 2634, Subpart 1
U.S. Office of Government Ethics

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Report Year	2006
Reporting Status	New Entrant
Employee's Name	450_1, TrainingX
Position/Title	Contract Specialist
Grade	GS13
Agency	Army
Branch/Unit and Address	Homeland Security Addrl City, Ak, USA, 00000-0000
Work Phone	000-000-0000
E-mail Address	training_450_1@us.army.mil
Date of Appointment	6/1/2006
If Special Government Employee (SGE)	no
If an SGE, Mailing Address (Number, Street, City, State, ZIP Code)	

Date Received by Agency	12/6/2006
Employee Signature	eSigned in FDM by: 450_1, TrainingX User ID: training_450_1 6/12/2006

Part I: Non-Investment Income		
Source of Income	Type of Income	Owner No Longer Receiving
1 Kroll Inc, New York, NY, USA Retirement Plan or Account (other than Federal Government)	Self	

Part II: Assets		
Asset Name	Type of Asset	Owner No Longer Held
1 Beach Rental, Kill Devil Hills, NC, USA	Real Estate	Self

Viewing and Printing Your Report

At any time, you can view and print your financial disclosure report.

1. On the **My Reports | Reports List** page, select the appropriate report.
2. Click **View/Print** and then click **View/Print** again. The financial disclosure report displays in a separate browser window.

Printing a Report

3. Select **File | Print** and then click **Print**

Amending an OGE 450 Report

Amending a report voids your last digital signature on the OGE 450 report. You must digitally sign the OGE 450 report again once your amendments are complete. FDM notifies all the reviewers who completed an initial review of your report prior to this amendment informing them that your OGE 450 report has changed since it was last submitted.

As with drafting or editing your OGE 450 report, you must go to Wrap-Up to complete the amendment process. During Wrap-Up, you must Re-certify your changes and re-sign, either digitally or electronically, your report.

1. On the Reports List Page, click **Amend** beside the appropriate OGE 450 report.
2. Make the appropriate additions/corrections.
3. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.
4. Submit and eSign your report.

FDM TRAIN Test System

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources

Reports List

Welcome Training X, 450_29

Annual OGE 450 Reports are due 15 February.

- ◆ To start a new OGE 450 report click "Add New Report".
- ◆ To work on an existing report select a report from the table below.

My OGE 450 Reports

Year	Reporting Status	Review Status	Last Updated	
2006	Annual	Under Review	03/02/2007	Amend View

[Add New Report](#)

Common Questions

- The OGE 450 reporting rules have been reduced. What are the changes?
- What are the reporting rules for the OGE 450?
- Glossary

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

Comments

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments.

Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed
2. Type the appropriate information and click **Save**.

Adding a Report Comment

1. Click **Comments** in the My Reports submenu. The Comments page displays.
2. Click **Add Report Comment**.
3. Type the appropriate information and click **Save**.